



King County

ADMINISTRATIVE SPECIALIST II
KING COUNTY SHERIFF'S OFFICE
Hourly Rate Range: \$15.35 – \$19.46
Job Announcement: 04LW4663
OPEN: 10/13/04 CLOSE: 10/27/04

WHO MAY APPLY: This position is open to King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Human Resources Division, 500 4th Ave., Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications not received at the location specified above may not be processed.**

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), the screening questionnaire, the Skills/Experience checklist and a resume.

WORK LOCATION: Various King County Sheriff's Office worksites throughout King County; i.e. the Regional Justice Center in Kent, the King County Courthouse in downtown Seattle, one of our precincts in Burien, Shoreline, Kenmore or Maple Valley.

WORK SCHEDULE: Typically Monday through Friday, normal business hours. All of these positions are overtime eligible.

PRIMARY JOB DUTIES INCLUDE: These positions provide a variety of technical/clerical support services. Specific requirements and responsibilities vary somewhat from job to job. A sample list of duties include:

- Process, review, correct, log and track police records.
- Process, correct, track retrieve and file various documents; organize and maintain office files.
- Research information via computer databases.
- Respond to inquiries from internal and external customers by telephone and in person.
- Produce correspondence, reports, forms and other documents from rough draft to final copy in MS Word using proper grammar, spelling and punctuation.
- Proofread various documents.
- Enter data from police reports into computers.
- Transcribe reports from tapes.

QUALIFICATIONS: Though the positions vary from worksite to worksite, there are basic skills that are required for all AS II's in the Department:

1. A good skill level and knowledge of MS Word functions.
2. Ability and willingness to provide excellent customer service.
3. Excellent analytical and problem solving skills.
4. Keyboarding skills; at least 40 wpm, some positions require more.
5. Accuracy and strong attention to detail; able to enter data and file accurately.
6. Knowledge of basic arithmetic.
7. Excellent written and oral communication skills.

NECESSARY SPECIAL REQUIREMENTS: All Civil Service applicants must be U.S. citizens who can read and write the English language fluently. All applicants must successfully complete a thorough background investigation, including a polygraph examination.

UNION MEMBERSHIP: Positions in this classification are represented by Public Safety Employees Union, Local 519.

Class Code: 4242

ADMINISTRATIVE SPECIALIST II Selection Process

1. Applicants complete application packet and submit the King County application form, data sheet, Self Screening Questionnaire, Skills/Experience Checklist and your resume to the King County Human Resources Division by 4:30 on the due date.
2. The entire application packet will be evaluated to determine how closely the applicant's qualifications meet the needs of the position.
3. All applicants will be notified, in writing, of the status of their application within 6 – 8 weeks of the closing date.
4. The most qualified candidates will be administered technical skills tests.
5. Applicants must qualify on each skills test to be invited to the oral board interview.
6. A Civil Service Eligibility list for the position will be developed using a combination of skills test scores and the oral board score.
7. The first 3 names ranked on the list will be referred to the Department for each position as they open up. Individual worksites will interview interested candidates and perhaps give job specific tests at that time. Final selections are made by the individual worksites.

SELF-SCREENING QUESTIONNAIRE

Name (please print) _____

In order to apply for the King County Sheriff's Office, you must answer the following background questions. Please mark the answer to the questions in the following table. Please answer carefully. All answers will be verified in the course of the background investigation and polygraph examination for final candidates. **Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, **seek clarification before you submit your application** by calling the background investigators at 206-205-0883 or 206-296-0474 .

1. Are you now a United States citizen?	YES	NO
2. Can you read, write and speak the English language so as to be easily understood?	YES	NO
3. Have you been convicted of a felony as an adult?	YES	NO
4. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES	NO
5. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	YES	NO
6. Have you ever committed any serious illegal acts (whether or not you were caught)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
7. Do you exceed the 6-point driving violation limit for the 36 months preceding the date of application, when the driving standards shown below are applied to you records?	YES	NO

KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS (for the 36 months preceding the date of application)

Violation	Point s	Violation	Points
Revocation of driver's license		Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	
Driving while intoxicated (involving an accident)	8	0 - 14 over	2
Driving while intoxicated (no accident involved)	8	15 - 19 over	3
Reckless driving (involving an accident)	6	20 - 25 over	4
Reckless driving (no accident involved)	8	over 25	6
Negligent driving (involving an accident)	6	Convictions or forfeitures for other moving	
Negligent driving (no accident involved))	6	violations:	
Hit and run (attended)	4	each violation involving an accident	4
	8	each violation not involving an accident	2

Signature: _____

Date: _____

SKILLS/EXPERIENCE CHECKLIST

Please complete the chart below. We will be evaluating your experience and skill level so it is important that you are accurate and honest. First, list the employers or other environments (school, internet training...) you have had that provided you with some of the experiences and skills necessary to do this job.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Experience and/or Skill	Employer or Other # from above list	Amount of experience and/or training (see key below)
A. Providing excellent customer service		
B. Typing at least 40 WPM		
C. Transcribing taped reports		
D. Demonstrating ability to be accurate with details		
E. Managing multiple tasks or projects		
F. Demonstrating ability to enter data accurately		
G. Following detailed instructions		
H. Working as part of a team		
I. Working with diverse populations		
J. Demonstrating ability to organize and maintain a filing system		

KEY: Place appropriate number in the box above to show length of time your have performed this duty.

0: No or almost no experience, in training or employment	4. 7 to 12 months on the job
1. Performed in training only	5. 13 to 24 months on the job
2. 1 to 3 months on the job	6. Over 24 months on the job
3: 4 to 6 months on the job	